

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: EDUCATIONAL INTERPRETING SPECIALIST

POSITION LOCATION: Statewide

POSITION REPORTS TO: Regional Director

POSITION SUPERVISES: Working supervision of Educational Interpreters and Instructional Aides (HI)

POSITION GOAL: To develop the capacity of the region in order to provide educational interpreting services and to coordinate the provision of educational interpreting services within the regional cooperative program.

QUALIFICATIONS:

- Bachelor's degree in special education or related field.
- Certified or certifiable as an Interpreter at IQAS Level III (Novice).
- Certified or certifiable by the Arizona Department of Education as a Teacher.
- Evidence of two years of successful experience as an Educational Interpreter.
- Independent and reliable means of transportation.

GENERAL DUTIES:

- Assists in the recruitment of qualified interpreters; identifies other sources for educational interpreting services; develops supportive relationships with interpreter training programs and other interpreting service providers.
- Coordinates the provision of educational interpreting services; develops recommendations for the assignment of educational interpreters; develops plans for substitute coverage.
- Assists employees who are providing educational interpreting services to increase their skills; implements professional development activities related to educational interpreting.
- Provides working supervision of assigned staff; evaluates technical competencies and overall job performance of assigned staff.
- Provides technical assistance on the appropriate use of interpreting services within the educational preschool through 12 setting; develops and implements in-service activities for general education staff, parents and students that focus on the effective use of interpreting services.
- Provides educational interpreting services.
- Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the supervisor.

SPECIAL REQUIREMENTS AND CONDITIONS:

Some overnight travel may be required.